



CHANGE ORDER TO PERMIT APPLICATION

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

This form must be completed by the applicant or authorized agent to enable the processing of any proposed change orders to an APPLICATION for a building permit (see definitions on reverse side of this form). Once this form is completed and you are prepared to pay the initial intake fees as determined by the Construction Permit Technician, it will be necessary for you to submit your package to the Construction Technician located at the Building Division counter in the Planning and Building Department on the corner of Palm and Osos Street, San Luis Obispo, Second floor – Room 200. **PLEASE BRING YOUR ORIGINAL SUBMITTAL**

Your submittal shall contain the following information:

- A. Two sets of completed plan revisions/changes/alterations with applicable documentation.
- B. A new completed application form (if required by the building counter)
- C. Applicable fees (as determined by the building counter)

____ Owner(s) Name _____ Permit # _____

Please **X** contact person:

____ Agent(s) Name _____ Date _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person Phone Numbers:

Describe the original project:

Describe the proposed changes:

I UNDERSTAND THAT IN ADDITION TO THE CHANGE ORDER FEE, I MAY BE REQUIRED TO APPLY FOR ADDITIONAL PERMITS AND PAY ADDITIONAL FEES IF MY PROPOSED CHANGE ORDER IS CLASSIFIED BY THE BUILDING DIVISION AS A “PLAN CHANGE” OR “PLAN ALTERATION” AS DEFINED ON THE REVERSE SIDE OF THIS FORM.

Owner or authorized agent _____ Date _____

Office Use Only	
<input type="checkbox"/> Plan Revision	<input type="checkbox"/> Plan Change or Alteration = new PMT _____
Intake by: _____	Approved by: _____ Hours _____

DEFINITION OF PROJECT CHANGE ORDERS:

1. **PLAN REVISIONS - PLEASE BRING YOUR ORIGINAL SUBMITAL**

All revised plans shall have the revisions CLOUDED with the revision number.

3

Plan revisions are modifications to the project that do not change physical size or design of the project. Revisions define basic structural, electrical, mechanical, or plumbing changes to the project while maintaining the scope of work as outlined in the original construction permit application and the valuation of the project does not change.

For example:

- A. Changing from a concrete slab on grade to a raised wood framed floor.
- B. Changing from a conventionally framed roof to a pre-manufactured truss framed roof.
- C. Construction detail change or clarification.

Revisions do not require new permit fees. Revisions do however require fees for hourly staff review. The permit is required to be reprinted with the changes in the description of work highlighted.

2. **PLAN CHANGES – PLEASE BRING YOUR ORIGINAL SUBMITAL**

Plan changes are modifications to the project that change the entire physical size and/or design of the project, therefore requiring a complete new planning and plan review. Plan changes require new project APPLICATION, evaluations (planning and plan review) and new project fees.

For example:

- A. Replacing the original house design with a new house design.
- B. Changing from a conventional stick built house to a mobile home.

3. **PLAN ALTERATIONS - PLEASE BRING YOUR ORIGINAL SUBMITAL**

Alterations are modifications to the project that add valuation or alter portions of the project, therefore requiring additional planning and plan review to the original project. Plan changes require us to change the existing application and re-review planning, public works and building plan review and calculate new project fees. For example:

- A. Adding a bedroom wing to an existing project.
- B. Altering the floor plan by adding a bathroom to an existing project.
- C. Adding electrical, mechanical, or plumbing fixtures to an existing project.